

Adopted: September 2001, Revised: _____**Class Title: Director of Development****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides leadership and direction to the Department of Development. Develops and implements strategic and tactical plans and initiatives consistent with departmental mission. Directs sales and marketing efforts to assure business retention, expansion and attraction. Administers development policy and program to secure private investment, tax revenue growth, job creation and growth of wealth. Directs project management on major initiatives.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the department by evaluating and developing personnel, providing coaching and mentoring to personnel, reengineering the department, determining vision and planning, allocating resources, measuring performance, prioritizing business and area development initiatives, developing and analyzing financial models and tools to evaluate development initiatives, and preparing and administering budgets.
2	S	Administers projects and initiatives by identifying advertising mediums, determining material requirements, maintaining business contacts and negotiations, constructing customer specific presentations and proposals, developing project plans, assigning and coordinating resources, interfacing with other departments, agencies, and commissions, and providing information to the public and community.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Seven years experience in Business Management.
Certifications and Other Requirements	Valid Driver's License, Real Estate License
Reading	Work requires the ability to read various reports, trade journals, publications, and business plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, statistical and financial analysis.
Writing	Work requires the ability to write proposals, reports, advertisements, and speeches.
Managerial	Managerial responsibilities include developing strategic and tactical plans, allocating resources, forming project teams, and providing guidance to staff and business associations.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Incumbents contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, filing, supervision, interaction with staff and public, presentations, meetings, conferences
Sitting	F	Computer, desk work, answering telephone, meetings, presentations, conferences
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	R	Office supplies, files, reports, manuals, business plans, marketing materials
Carrying	R	Office supplies, files, reports, manuals, business plans, marketing materials
Pushing/Pulling	N	
Reaching	R	Office supplies, files, reports, manuals, business plans, marketing materials
Handling	R	Office supplies, files, reports, manuals, business plans, marketing materials
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Filing in cabinet drawer
Crouching	N	
Crawling	N	
Bending	R	Filing in cabinet drawer
Twisting	R	Filing in cabinet drawer
Climbing	R	Stairs, airplane ramp
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, supervision, public and community relations, driving
Hearing	C	Telephone, staff, City Manager, authorities, commissions, citizens, meetings, presentations
Talking	C	Telephone, staff, City Manager, authorities, commissions, citizens, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001, Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, cellular telephone, motor vehicle, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	W	Darkness or Poor Lighting	N
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Business site locations, travel nationally and internationally

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)